DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB   27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #10 - Family Readiness Group Program

1. PURPOSE: This memorandum establishes policy on the 442d Signal Battalion Family Readiness Group (FRG) Program and applies to all Soldiers and civilians assigned or attached to the 442d Signal Battalion.

2. References.

   a. AR 608-1, Appendix J, Army Family Readiness Group Operations, 13 March 2013

   b. AR 600-20, Army Command Policy, paragraph 5-10b, 6 November 2014

3. General.

   a. The 442d Family Readiness Group Program serves two purposes: to ensure that the basic needs are met for all of our Soldiers, civilians and family members, and to improve the quality of life and morale of the battalion. The program will place special emphasis on the families of deployed Soldiers realizing that the majority of our deployments are individual, which can leave the family without a focused support structure. Additionally, due to the battalion's unique mission, the program also focuses on providing family readiness training and support to students and their families while assigned to our formation.

   b. The FRG is a command responsibility and commanders at all levels are responsible for this program and its viability.

   c. Goals:

      (1) To assist members in gathering important information and resources more effectively.

      (2) To establish a sense of community among Soldiers and their families.

      (3) To reduce the social isolation and increase the feeling of belonging and control, especially for junior enlisted ranks and families of members away from home.

      (4) To enable members to provide mutual support and act as a catalyst for family associations.

   d. Responsibilities.

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(1) Battalion Commander: Provide command oversight, direction, and guidance for family readiness programs within the battalion, and establish a Battalion FRG Steering Committee.

(2) Company Commanders: Establish a company FRG and ensure personal attention is given to the program. Ensure FRG leaders are appointed in writing. Provide input to the battalion FRG newsletter. Plan and execute monthly FRG meetings at a minimum. Ensure families of deployed Soldiers are contacted at least monthly.

(3) Company FRG Leaders: Support the commander's family readiness goals. Provide overall leadership of the FRG to include planning, managing, and supervising FRG activities. Establish effective communication systems with families and ensure families get timely, accurate information from the command.

(4) Battalion S1: Consolidate and publish the battalion FRG Newsletter in accordance with the prescribed timeline.

(5) SGLs/TACs/ACEs: Ensure primary and alternate FRG Liaisons are appointed for each class and ensure active participation in the battalion's FRG programs.

(6) Unit Ministry Team: Plan and execute quarterly spouse family readiness seminars.

4. Battalion FRG Steering Committee.

a. The Battalion FRG Steering Committee will include:

(1) Battalion Commander and Command Sergeant Major

(2) Battalion XO and S3

(3) Company Commanders and Company Representatives (military or civilian)

(4) Family members and spouses (encouraged)

(5) Chaplain

(6) Battalion S-1 – also serves as the Recorder

(7) Battalion BOSS (Better Opportunities for Single Soldiers) Representative

(8) DA Civilian Representative

b. The Battalion FRG Steering Committee will assist in coordinating the activities and providing resources for Company FRGs. The committee will meet as necessary, but at least quarterly. Responsibilities include:

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(1) Planning and coordinating overall FRG support.

(2) Addressing FRG concerns appropriate for battalion level action.

(3) Coordinating/assisting in battalion level family activities, such as picnics, parties, etc.

(4) Assisting/supporting Company Family Readiness Groups as required.

(5) Coordinating activities between other battalion FRGs and 442d FRGs.

(6) Developing and maintaining battalion sponsored programs such as battalion newcomers briefing, family sponsorship, battalion holiday parties, a battalion newsletter, and other activities which can best be done at the battalion level for effectiveness or economy.

(7) Maintain After Action Reviews and historical files on past battalion FRG events.

(8) Audit the Company FRG funds annually and immediately following a Company Change of Command to validate accountability of FRG funds.

5. Company FRG Programs.

a. Purpose. The purpose of the Company Level Family Readiness Group is to meet the requirements of the families and service members within that company and to strive toward the goals listed above. Each company is required to establish/maintain a Family Readiness Group Program for all Soldiers, civilian employees and families assigned or attached to the unit. The company FRG will meet at least monthly to plan morale programs and track support of deployed Soldiers.

b. Organization. Each company differs in needs and personnel; therefore, each company will develop its own FRG to meet its needs based on its mission. The Company FRG plan should contain:

(1) The organization structure.

(2) The Family Readiness Group Plan.

(3) FRG Leader Appointment.

(4) The names of volunteers for the FRG Program.

(5) The names of deployed Soldiers; family data to include location of family members and contact information; and the name of the company designated sponsor for the family during the deployment. Sponsors must contact the family at least monthly to offer assistance and check on the family.

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6. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #10, dated 9 January 2014.

Ready Rapid Reliable

						//ORIGINAL SIGNED//
						ERIC A. ANDERSON
						LTC, SC
						Commanding

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